**FINAL CBA PROJECT: Job Unit Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **This project will incorporate the use of Word, Excel, PowerPoint, and Prezi.**
2. **Create a folder in your account: JOB PROJECT**
3. **Plagiarism WILL NOT be tolerated. You will receive a zero for the entire project.**

**In this project, you will:**

1. **Choose a job/career.**
2. **Research the job/career and prepare a research paper.**
3. **Develop a Prezi or a PowerPoint about the job.**
4. **Discuss completing an application.**
5. **Develop a resume.**
6. **Learn the do’s and don’ts of a job interview.**
7. **Learn about the latest ways to submit your resume to a prospective employer.**
8. **Research different career e-portfolios.**

**Thursday, April 25 – Wednesday, May 1 (Mrs. Christian will be out April 26 in the afternoon)**

1. **Choose a job that interests you.**
   1. **Use the Occupational Outlook Handbook to research jobs.**
      1. [**http://www.bls.gov/ooh/**](http://www.bls.gov/ooh/)
2. **After you have decided on a job, you are going to do a research paper.**
   1. **On the website,** [**http://www.bls.gov/ooh/**](http://www.bls.gov/ooh/)**, you will find all the necessary information needed for the research paper.**
      1. **You will hand write a rough draft in class or you may do the rough draft at home. There is no limit on the number of pages to be written. The information to be covered is listed below. You will type the research paper in class.**
      2. **The title of your research paper will be the job you have chosen. You do not need to put the title in all capital letters.**
         1. **Times New Roman, 12 point for the entire research paper.**
         2. **You will do a paragraph over each of the following pieces of info about your job:**
            1. **What They Do**
            2. **Work Environment**
            3. **How to Become One**
            4. **Pay**
            5. **Job Outlook**
            6. **Contacts for More Information (this may or may not be applicable to your job. If it is, this information should be included.)**
3. **Save in the JOB UNIT folder as JOB RESEARCH PAPER.**

**Thursday, May 2 – Thursday, May 9 (I will be out all day on May 1 and May 3)**

1. **We will discuss completing a job application.**
2. **You will then begin developing a Prezi or a PowerPoint about your job.**
   1. **You will have an opening**
   2. **You will need to cover each piece of information that you covered in your research paper.** 
      1. **Don’t type paragraphs in your Prezi and PowerPoint**
      2. **Use pictures and graphics.**
   3. **Save in the JOB UNIT folder as JOB PRESENTATION.**
   4. **We will then make time to look at ePortfolios and discuss job interviews.**